



NATIONAL SEA GRANT ADVISORY BOARD Procedures Manual

Preamble

The Advisory Board consists of 15 members appointed by the Secretary of Commerce. The process of selecting new members begins in part with approved proposals of the Advisory Board's Membership Committee being submitted to the National Sea Grant Program Director, National Sea Grant Office (NSGO).

The Director of the National Sea Grant College Program and a Director of a Sea Grant program who is elected by the various directors of Sea Grant Programs [usually the Sea Grant Association (SGA) President] serve as nonvoting members of the Advisory Board. The Board meets twice a year, a minimum requirement of the National Sea Grant College Program Act, as a full Advisory Board. The Board can meet in additional sessions as required and announced in the Federal Register. Members with various subcommittee assignments and responsibilities participate in activities through the year that do not require announcement in the Federal Register.

The Advisory Board's general responsibilities include advising the Secretary of Commerce, the National Oceanic and Atmospheric Administration (NOAA) Administrator, and the Director of the National Sea Grant College Program in reference to various aspects of the Program, in addition to conducting reviews and evaluations.

The Advisory Board takes an active role in the Sea Grant Community that includes the Sea Grant Association, and individual Sea Grant programs, by means of recommendations made to and assignments from the National Sea Grant Office. The Advisory Board may also participate in activities such as Sea Grant Week, Leadership Retreats, Focus Teams, the Assembly of Sea Grant Extension Program Leaders, the National Sea Grant Communications Network and other similar activities approved by the National Sea Grant Office.

As specified by Congressional authorization, Advisory Board members are to serve for a 4-year term, renewable for an additional 4 years. The Director may extend the term of office of a voting member of the Board once by up to 1 year.

At a minimum, Advisory Board members are expected to attend and participate in at least one full Advisory Board meeting per year. Barring extenuating circumstances, consideration will be given to requesting the resignation of any Advisory Board member who does not attend and participate in at least one full Advisory Board meeting per year.

Advisory Board members will follow the guidelines and requirements that are stipulated in the standard Conflict of Interest Statement that is signed by Advisory Board members, and any other guidelines and requirements that are based upon a statute, regulation or official agency policy that are required for FACA committees.

An Advisory Board member may not participate in a Performance Review Panel (PRP) of a state with which he/she has a conflict of interest. Advisory Board members who serve on an advisory or similar committee for an individual Sea Grant Program or a Consortium Sea Grant Program, or who are otherwise similarly associated, must resign from such committee or association prior to participation in a PRP or recuse him/herself from the review panel discussion of that state.

An Advisory Board member may not participate in, or be otherwise involved or associated with, or be a beneficiary of, financial or otherwise, a research project that involves Sea Grant funds. However, an Advisory Board member who, on the date on which the Advisory Board takes official action to adopt this provision, participates in, or is otherwise involved or associated with, or is a beneficiary of, financial or otherwise, a research project that involves Sea Grant funds, must discontinue such participation, involvement or association no later than one year from the date on which the Advisory Board takes official action to adopt this provision.

Advisory Board Internal Procedures

A. Officers

The Advisory Board elects two officers, a Chair and a Vice-Chair (or Chair-elect). The Chair and Vice-Chair serve for a period of two years. The Chair also chairs the Executive Committee and represents the Advisory Board in making recommendations to the Executive Committee for actions by the Advisory Board when the full Advisory Board is not engaged. The Vice-Chair will act as the Chair and lead the Executive Committee if the Chair is not available for Board business. The Chair and Vice-Chair are elected by the body as a whole from a list submitted by the Nominating Committee.

B. Standing Advisory Board Committees

Executive Committee - The Executive Committee is to consist of 4 members, the Advisory Board Chair, Vice-Chair (Chair-elect), the most recent Past Chair, and a Member-at-Large from the Advisory Board. The terms of office on the Executive Committee membership shall be for two years in each position. The Advisory Board Chair may add additional members from the Advisory Board to the Executive Committee for one year appointments as circumstances require. The Member-at-Large reports monthly by email to the Advisory Board on all Executive Committee activities during that month.

Under no circumstances shall the Executive Committee or other committees vote on any issue, this power being the exclusive responsibility of the full Advisory Board. The Advisory Board may vote to authorize the Executive Committee to conduct assignments to represent the full Advisory Board (but not voting itself) as required.

It is recognized that conference calls severely restrict discussion of important matters and issues by large groups. Nonetheless, it is also noted that matters and issues sometimes must be voted on a critical time scale that would not allow a full Advisory Board meeting in person. The following rules and guidelines for Advisory Board conference calls are to be followed if such circumstances occur.

1. When such a topic must be decided by vote of the full Advisory Board on a conference call, an outline of the matter or issue(s) must be provided sufficiently in advance to the Advisory Board members by email, mail, or individually.

2. After appropriate procedures (FACA) are followed to make a conference call become an official Advisory Board meeting, the call will be conducted as though it were a normal Advisory Board meeting. The Chair shall conduct the meeting in a formal sense according to Roberts Rules to the extent possible. Any discussion by Advisory Board members shall be by request to and designation by the Chair. All Advisory Board members on the conference call will be asked individually by the Chair for comments or discussion, and all discussion shall be recorded or noted by a person acting as Secretary.

Nominating Committee: - Nominations for Advisory Board Officers are proposed to the full Advisory Board by a Nominating Committee consisting of the Advisory Board Chair and two members of the Advisory Board chosen as result of an Advisory Board voted motion. No member of the Nominating Committee may be considered for re-nomination unless any such member (including the current Chair) shall be recused from the Committee during such considerations. The Nominating Committee composes a proposed slate at some time other than during a full Advisory Board or Executive Committee meeting, and circulates the proposed slate in advance of the election of officers. The slate normally includes the current Chair-elect as incoming Chair. Election of the Advisory Board Chair, Vice-chair (Chair-elect), and member at large is usually conducted every two years at the Advisory Board's fall meeting, with the new officers beginning official duties on January 1 of the following year. The Vice Chair assumes the responsibilities of the Chair in the event of premature resignation or unavailability of the Chair.

Advisory Board Membership Committee - Periodically, as requested by the National Sea Grant Director, an Advisory Board Membership Committee is formed consisting of no less than three Advisory Board Members appointed by the Chair. The Advisory Board Membership Committee solicits nominations and reviews those nominations to determine if the qualifications of the nominees generally satisfy the legislative requirements for Advisory Board membership. Names of all qualified nominees from the Advisory Board Membership Committee are submitted by the Advisory Board to the Director of the NSGO for consideration.

Minority Serving Institution Committee - The Minority Serving Institution Committee reviews and makes recommendations to the Advisory Board concerning increasing the participation of Minority Serving Institutions within the Sea Grant program and within NOAA as a whole.

Topical Advisory Teams (TATs). A visit by a Topical Advisory Team can be requested by any party (within the Sea Grant Program), but because TAT visits are not mandatory, both the director of the host Sea Grant program and the Director of the NSGO must mutually agree to conduct a TAT visit.

Other Reviews. The Advisory Board can elect to review other elements of the Sea Grant program (e.g., extension, administration, communications, etc.).

Position Papers: The Advisory Board may request members to develop white papers or other positions as needed.

C. Rules of Order

1. No meeting shall be held without a quorum. A quorum is the majority of members who can reasonably be expected to attend any given meeting.
2. Advisory Board decisions are normally made by consensus and where votes are necessary, the majority will govern.
3. For issues not specifically addressed in this document, Robert's Rules of Order shall be used.